

## **SHAPE California Criteria for Maintaining Active Participation**

SHAPE California agencies agree to support the mission of SHAPE California by implementing comprehensive nutrition services that promote our children's health and readiness to learn. To maintain the integrity of SHAPE California, an agency's continued participation is based on their commitment to active implementation of this approach by at least two partners representing different departments within the district (child nutrition and either classroom, administration, or health services); participation in SHAPE California networking meetings; and submission of the following to document their activities.

1. Annual work plan for current school year.
2. Self-assessment of work plan for previous school year.
3. Self-assessment of menus for agencies meeting any one of the following:
  - ◆ New agencies (*less than one year as SHAPE California agency*):  
Three times per year for at least one year or until released by the Nutrition Standards Unit.
  - ◆ Agencies with a new child nutrition director or menu writer (*more than one year as SHAPE California agency*):  
Three times per year for at least one year or until released by the Nutrition Standards Unit.
  - ◆ Agencies changing from either FBMP or RMP to NSMP (*more than one year as SHAPE California agency*):  
Initial review with subsequent review schedule determined by the Nutrition Standards Unit.

A SHAPE California agency's status will be considered inactive when:

1. One or more of these commitments are not met; and/or
2. Their school meals program has outstanding overclaims or significant program violations.

An agency on inactive status will no longer:

1. Use or receive SHAPE California promotional or support materials;
2. Be allowed to follow the SHAPE California protocol options for menu planning;
3. Be included in the SHAPE California directory; and
4. Participate in training or technical assistance as a SHAPE California agency.

Prior to transferring an agency from active to inactive status, telephone contact will be made by the Nutrition Education and Training (NET) Program staff in the California Department of Education (CDE) to confirm the agency's interest in continued participation. If additional assistance is desired, NET staff will work with the agency to determine what resources are available and develop an action plan to meet these needs. Written notification will be provided to agencies being transferred to inactive status.